

## Employment Opportunity

## Southeast Child and Family Services



Competition No.: 2022-66  
Position: **EXECUTIVE ASSISTANT**  
Salary: **Dependent Upon Qualifications**  
Conditions: One Year Term (Maternity Leave)  
Department: Management  
Location: 360 Broadway  
Closing Date: October 4, 2022

Southeast Child and Family Services is seeking an experienced Executive Assistant to support the Executive Director for a term of one (1) year. The Executive Assistant plays a critical role with ensuring the appropriate flow of work between the Agency's department and staff is maintained. The successful candidate will demonstrate a high level of initiative, independence, confidentiality, and will be responsible for calendar/database management and other business communications.

### Duties & Responsibilities:

- Provide day-to-day support to the Executive Director including managing executive calendar (commitments, events, responsibilities) and all other daily administrative tasks including filing
- Prepare documents for the Executive Director review
- Operate as a liaison between management and finance
- Receive and monitor management attendance and leave requests
- Retrieve and manage messages for Executive Director to follow up with
- Maintain correspondence with Board members and Chiefs/Councils
- Schedule and confirm meetings with Board, Chiefs/Councils, management
- Book venues, travel, accommodations, meals, gifts
- Take meeting minutes, proofread, and file meeting minutes for Board and committee meetings
- Notarize travel and court documents (affidavits)
- Tracking of requests for information, complaints, sponsors, registrations for events
- Accesses CFSIS to change assigned workers, restricted files, identify case information
- Active member of the Health and Safety Committee
- Prepare cheque requisitions and follow up with any issues pertaining to cheque requisitions including making arrangement for payments
- Shopping for work related events as required

### Qualifications:

- Post secondary training in administrative assistant or executive assistant preferred and/or comparable experience
- Experience with child and family services agencies and CFSIS
- Exceptional interpersonal skills when interacting with leadership, management, and collaterals
- Exceptional organizational skills and ability to maintain a high level of confidentiality
- Proficient in operating office equipment including computers and software, fax machines, copiers, scanners, and other specialized equipment
- Proficient with Excel and Microsoft Office programs
- Be available for emergency or urgent matters

- A valid driver's license and a reliable vehicle
- Satisfactory Criminal Record, Prior Contact, and Child Abuse Registry Checks
- Fully immunized against COVID-19 as of October 31, 2021

Please forward your résumé, cover letter, and three (3) references to: [hr@secfs.ca](mailto:hr@secfs.ca)

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.

**We offer exceptional life insurance, pension, health/vision/dental/leave benefits**

Berens River - Black River - Bloodvein - Brokenhead - Hollow Water - Little Grand Rapids - Pauingassi - Poplar River

Job Postings can be viewed at: [www.secfs.ca/careers](http://www.secfs.ca/careers)